



HUMAN RESOURCES

Job Announcement

Judicial Assistant I

DEPARTMENT

Municipal Court

**ELIGIBILITY
REQUIREMENTS**

High School Diploma or GED; or work experience equivalent

Secondary staff person for customer service at the front counter including but not limited to the handling and correct posting of monetary transactions; assist in answering extremely busy phone inquiries; daily processing of citations; assist in preparation of court dockets; assist in the completion of the daily deposit.

This is an extremely busy office and there is constant interaction with angry customers. You must have the ability to project a professional image in speaking and responding appropriately in difficult situations; ability and skill to perform multiple tasks concurrently.

You must possess a high degree of confidentiality at all times.

Type 55 WPM and 10-key by touch 166 KPM

Experience and working knowledge of Microsoft Office, Outlook and Excel

THIS IS A SCENT FREE OFFICE

PAY INFORMATION \$14.85 per hour with full benefits

**APPLICATION
INFORMATION**

Applications are available at the:
City of Yukon Human Resources Office
10 S. 5th

Yukon, Oklahoma 73099

Between the hours of 8:30 a.m. and 4:30 p.m. Monday - Friday.

or

Apply online at www.cityofyukonok.gov

The City of Yukon has a drug free workplace policy. Upon offer of employment, the applicant will be required to take a pre-employment drug test and pre-employment physical.

The City of Yukon is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, family status, disability status, veteran status or any other factor not directly related to job demands.

If you would like to apply for this position, but find it difficult to do so because of a disability or architectural obstacle or barrier, please contact the Human Resources at 405-350-3926.